

**PROJECT:** Relocate DOIM Help Desk**Status:** Active**Advertisement Date:** 4/7/10**Bid Due Date:** 1:00pm, May 3, 2010**Project Name:** Anchorage Readiness Center Relocate DOIM Help Desk**Project Number:** 02A8010014**Engineer's Estimate:** <75,000.00**Description of Work:**

- Construction project requiring contractor to provide all labor, material, equipment, supervision and overhead for renovating an existing space to construct and finish interior office space in suite C-107 at the Anchorage Readiness Center as shown on the floor plans, described in the scope of work and called for in the specifications in accordance with the enclosed IFQ.

**Project Manager:** Mike Singleton, Phone 907-428-6788, Fax 907-428-6757**For Bid Documents Contact:** Mike Singleton, Phone 907-428-6788, Fax 907-428-6757

Project Documents for:

**Anchorage Readiness Center Relocate DOIM Help Desk  
Project No. 02A8010014**



**State of Alaska  
Department of Military and Veterans Affairs  
Facilities Management Office  
PO Box 5-549, Fort Richardson, Alaska 99505**

**Project Information: <http://www.fmo.dmva.alaska.gov>**

**Bid Opening: 5/3/10**

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State Small Procurement - AS 36.30.320 (a)

PROJECT MANUAL FOR: Anchorage Readiness Center Relocate DOIM Help Desk Project No. 02A8010014

## PROPOSAL AND CONTRACT REQUIREMENTS

<u>Form</u>	<u>Color Code</u>
SPC 001	White
SPC 002	White
Statement of Work	White
Area of Work Drawing	White (10 pgs)
Special Notice to Bidders	White
Subcontractors List	White
Department of Labor, Notice of Work	White
Contractor's Questionnaire, 25D-8	White

### State Wage Rates

State wage rates can be obtained at <http://www.labor.state.ak.us/lss/pamp600.htm>.

Use the State wage rates that are in effect 10 days before Bid Opening. The Department will include a paper copy of the State wage rates in the signed Contract.

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DEPARTMENT OF MILITARY AND VETERAN AFFAIRS  
FACILITY MANAGEMENT OFFICE

INVITATION FOR QUOTES FOR  
A SMALL PROCUREMENT  
(CONSTRUCTION RELATED)  
[per AS 36.30.320(a)]

Project Name: Anchorage Readiness Center Relocate DOIM Help Desk Project #: 02A8010014 Location: Anchorage, AK.		Procurement Agency and Address: State of Alaska, DMVA-FMD PO Box 5800 Fort Richardson, Alaska 99505									
Procurement Officer: Mike Singleton		Date of Issuance: 4/5/10									
<b>DESCRIPTION OF WORK, REQUIRED COMPLETION DATE, LISTING OF ATTACHMENTS:</b> <ul style="list-style-type: none"><li>Construction project requiring contractor to provide all labor, material equipment, supervision and O/H to add and modify offices in suite C-107 as called for in the specifications, shown on the drawing and listed in the Statement of Work.</li><li>Installation must meet or exceed all applicable codes (State, Federal, Municipal, etc).</li><li>The contractor will provide a one-year warranty covering all materials and labor.</li><li>Quality of workmanship must meet or exceed career field industry standards.</li><li>Project timeline to meet conditions identified on the drawing and listed in the Statement of Work.</li></ul> <p>Contact will be awarded as a lump sum basic bid with no alternates.</p> <p>The Project cost estimate is: <input type="checkbox"/> under \$ 2,000      <input type="checkbox"/> \$ 2,000 - \$ 25,000      <input checked="" type="checkbox"/> \$ 25,000 - \$ 100,000 *</p> <p>* Quotes in excess of \$100,000 will be deemed non-responsive.</p> <p>Davis-Bacon Wages (Title 36.05): <input checked="" type="checkbox"/> are    are not <input type="checkbox"/> required on this project.</p> <p>The following insurance coverage's are required: <input checked="" type="checkbox"/> Workers Comp      <input checked="" type="checkbox"/> General Liability      <input checked="" type="checkbox"/> Automobile</p> <p>Quotes for furnishing all labor, equipment and materials and performing all work for the above Project are invited. To be eligible for Consideration, quotes must be received before 1:00 pm local time on the 3<sup>rd</sup> of May 2010. Late quotes cannot be accepted. Disadvantaged Business Enterprises (DBE's) may submit quotes and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an Award which results from this invitation. Any errors, omissions, or questions pertaining to solicitation procedures or Project requirements, requests for additional documents, or inquiries pertaining to site conditions or scheduled visits must be made to: Project Manager: Mike Singleton, at: Camp Carroll, Telephone: (907)428-6788; Fax:(907) 428-6757</p> <p>Applicable provisions of AS 36.30 and 2 AAC 12 govern this solicitation.</p> <p><b>SUBMITTAL OF QUOTES:</b> Quotes for this Project must be submitted in the manner noted below. All Offerors must familiarize themselves with the <i>Instructions to Offerors</i>, page 2 of this form, prior to submitting their quote.</p> <ul style="list-style-type: none"><li>VERBAL QUOTES SHALL BE GIVEN TO _____ AT THE ABOVE NOTED TELEPHONE NUMBER, PRIOR TO THE STATED DEADLINE.</li><li><input checked="" type="checkbox"/> WRITTEN QUOTES, INCLUDING AMENDMENTS OR WITHDRAWALS, MUST BE RECEIVED PRIOR TO THE ABOVE NOTED DEADLINE. QUOTES MUST BE SUBMITTED ON FORM SPC-002, QUOTE SUBMITTAL, ATTACHED.</li></ul> <p>Written quotes may be submitted by Fax, hand delivered, or mailed in a sealed envelope. Confidentiality is only assured for sealed quotes. Mailed quotes must allow time for delivery and the envelope must be marked as follows:</p> <table><tr><td><b>Quote for Project:</b></td><td><b>Procurement Agency Address:</b></td></tr><tr><td>Name:</td><td>State of Alaska, DMVA-FMD</td></tr><tr><td>Number:</td><td>PO Box 5800</td></tr><tr><td></td><td>Fort Richardson, Alaska 99505</td></tr></table> <p>Quote amendments or withdrawals must be made in writing to the individual of the Procurement Agency receiving the quotes, and must be received prior to the time for quote submittal.</p>				<b>Quote for Project:</b>	<b>Procurement Agency Address:</b>	Name:	State of Alaska, DMVA-FMD	Number:	PO Box 5800		Fort Richardson, Alaska 99505
<b>Quote for Project:</b>	<b>Procurement Agency Address:</b>										
Name:	State of Alaska, DMVA-FMD										
Number:	PO Box 5800										
	Fort Richardson, Alaska 99505										

STATE OF ALASKA  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

**INVITATION FOR QUOTES FOR  
A SMALL PROCUREMENT  
(CONSTRUCTION RELATED)**

**INSTRUCTIONS TO OFFERORS**

The State of Alaska desires that all Offerors submitting quotes on construction contracts are given a fair and equal opportunity to compete. Offerors are required to follow these instructions:

**REVIEW THE PROJECT DOCUMENTS:** Most construction Projects in excess of \$1,000 will have some type of written documentation prepared expressly for the Work. If you are asked to submit a quote and no written information has been provided, you should ask the procurement Agency for written documentation. If the scope of services have been described to you verbally, and you are selected for Contract Award, you must ensure that the information of the services to be performed (scope of work) is put in writing prior to accepting the Contract. When providing a Quote, carefully review and consider all materials related to the solicitation and work of the contract. **By submitting a quote the Offeror warrants that they are familiar with the Project requirements, have visited or otherwise examined the site, and are aware of the conditions to be encountered.** Offeror's can verify the contents and completeness of their quote documents by contacting the procurement Agency individual named on the front of this form.

**SUBMITTING THE QUOTE:** The Quote must be submitted in one of the following formats as called for in the Invitation:

1. **ORALLY** - if a verbal quote is solicited, the Offeror must provide, in addition to their quote amount and mailing address -- (1) their valid Alaska Business License number, (2) if applicable, a valid Contractor's Registration number, (3) their status as an Alaskan Bidder (Offeror), (4) their intended use of Alaskan products, (5) the carrier's name and policy number for their Workers' Comp Insurance (or a statement of sole proprietorship, if applicable), and (6) the Employer (Tax) Identification Number or Social Security Number. The Procurement Agency will enter this information on the quote schedule.
2. **WRITTEN** - if a written quote is solicited, the Offeror must complete, in ink or typewritten, the *Small Procurement Quote Submittal*, Form SPC-002. Failure to acknowledge receipt of addenda or to execute the form correctly and completely may disqualify the quote.

**NOTE:** The Department of Labor requires an Offeror to be licensed and registered for the required type of work prior to submitting a quote. If the procurement Agency determines the Offeror is improperly registered or licensed, their quote may be deemed nonresponsive.

**SUBCONTRACTOR LISTING:** Subcontractors intended to be utilized on this contract must be listed in the response to the solicitation. Work shall not be awarded to any subcontractor without prior approval from the procurement Agency. Subcontractors may be added or removed only as approved by the procurement Agency.

**DETERMINATION OF THE LOWEST RESPONSIBLE QUOTE AND CONTRACT AWARD:** Following receipt and determination of all **responsive** oral, written or sealed quotes, the procurement Agency will compare the quotes and determine the lowest Offeror. If the procurement Agency discovers a discrepancy between the unit price amount and the extended amount; the unit price amount will prevail. Conditioned quotes, unless expressly requested, will not be considered. When the quote schedule is composed of a basic amount with alternates, the procurement Agency will base its determination of the low quote and the amount of the Contract Award solely upon those quotes, basic and alternates, that are priced within the extent of available construction funds. Alternates will be considered for Award in the order listed, except that if the order of Offerors is not affected, the Award may include any combination of funded alternates, or none, as may be in the best interest of the procurement Agency.

When determining the lowest quote, the procurement Agency will also give a 5% Alaska Offeror's preference and an appropriate Alaska Products preference to quotes designating the applicability of a preference. To qualify for the Offeror's preference (per AS 36.30.170) the Offeror **must** (1) hold a current Alaska Business License, (2) submit the quote under the name appearing on the license, (3) have staffed and maintained a place of business within Alaska for the previous six months and (4) be incorporated or qualified to do business under the laws of the State. In addition, if the Offeror is a partnership or joint venture, all parties must meet the criteria to be eligible for the preference. Upon request, a booklet fully describing the Alaska Products preference program is available from the procurement Agency.

The procurement Agency will make a determination of **responsibility** as required by 2 AAC 12.490. If the lowest Offeror is declared responsible, the procurement Agency will execute the *Notice of Award / Notice to Proceed*, Form SPC-003, and send it to the Offeror for acknowledgement. If the lowest Offeror is found to be nonresponsive, this process will be repeated with the second lowest Offeror -- and so on until the lowest responsive and responsible Offeror is determined.

**NOTICE OF AWARD AND PROTEST:** A written notice will be provided on all Awards exceeding \$ 25,000 (2 AAC 12.400(h)). All protests must be filed with the Commissioner of the procurement Agency (or designee) and copied to the Procurement Officer. Protest procedures are described in AS 36.30.560 and 2 AAC 12.695. The extent of the protest remedy is limited to quote preparation costs (AS 36.30.585).



STATE OF ALASKA  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
FACILITY MANAGEMENT OFFICE

## SMALL PROCUREMENT QUOTE SUBMITTAL (CONSTRUCTION RELATED)

[per AS 36.30.320(a)]

Project Name : Anchorage Readiness Center Relocate DOIM Help Desk Project #: 02A8010014 Location: Anchorage, AK	Procurement Agency and Address:  State of Alaska DMVA/FMO PO Box 5-549 Fort Richardson, AK 99505
Procurement PM: Mike Singleton Officer: Phone: 907-428-6788 Fax: 907-428-6757	Date of Issuance : 4/5/10 Bid is Due: 5/3/10
<b>QUOTE:</b> Offerors must read all attachments to this schedule.  Basic Bid:  I have reviewed the bid documents, with addenda _____, and understand the scope of services and conditions required for Project Number <u>02A8010014</u> I agree to furnish all necessary labor, materials, and equipment for the above amount(s). The Work shall be accomplished in a professional manner acceptable to the Procurement Officer.  Contractor _____ Contractor Reg. No. _____ Authorized Signature _____ Title _____ Address _____ Business License # _____ EIN or SSN _____ Phone # _____ Offeror is Claiming: <input type="checkbox"/> Alaska Bidder's Preference <input type="checkbox"/> Alaska Products Pref. (worksheet)	
.....	
Procurement Officer: <u>Mike Singleton</u>  Date of Receipt of Bid: _____	

Offeror to Complete this Portion —————>

**STATEMENT OF WORK**  
**Anchorage Readiness Center Relocate DOIM Help Desk**  
**Anchorage, AK.**  
**DMVA/FMO**

**April 5, 2010**

**SW-1 SCOPE:**

- Construction project requiring contractor to provide all labor, material, equipment, supervision and overhead for renovating an existing space to construct and finish interior office space in suite C-107 at the Anchorage Readiness Center as shown on the floor plans, described in the scope of work and called for in the specifications in accordance with the enclosed IFQ.

Work to include:

- Construction, within the space known as C107, of three private offices (shown as C-107A, C-107B and C-107C) and an entryway with pass through service counter(C-107D). Construction will consist of demountable wall panels. Offices will include 3'0" x 7'0" doors and hardware, additional electrical outlets and independent light switches, data raceways with low voltage plaster rings, modification to the existing HVAC to accommodate the renovation, relocation of the existing HVAC sensors to accommodate the renovation, additional addressable smoke detectors, new light fixtures, suspended ceiling and battery back-up emergency lights. Locations will be shown on the floor plan.
- Renovation of common area will consist of class A Suspended Ceiling, reconfiguration of the existing HVAC to accommodate renovation, new lighting and emergency lighting, smoke detectors, sheet rock , taping , finishing and painting on new and existing gypsum walls. Existing hydronic unit heater will remain in place and the suspended ceiling will need to be "raised up" around the heater to accommodate current heater elevation and heater air flow.
- Project will use approximately 72 yards of carpet and approximately 195 square feet of VCT. Reference PG-4 of the Drawings for approximate configuration and SW-4 for material types. Contractor will provide all appropriate thresholds and transitions for this project.
- C107C will require independent Air Conditioning. Provide a split system packaged unit consisting of an outdoor rated condensing unit and a low profile indoor evaporator fan unit. This unit will require a min 18000 BTUs of cooling. Estimated location shown on the floor plan on PG-5 of the Drawings.
- C107C will be a computer imaging/server room with dedicated power requirements, two ceiling mounted J-boxes with 2ea- dedicated 20amp circuits with dedicated neutrals, located 3'6" away from any wall. (approximate locations shown on floor plans PG-5). A typical telecommunications grounding bus bar to be located in this room (location PG-5) and bonded to the grounding system per National Electrical Code, BICSI standards, and the ANSI/TIA/EIA standards.
- Addition of a new 208volt, 125amp, 3phase, 4 wire, main breaker, surface mounted panel. This panel will need to be fed from the 480volt Square D I-Line MDP in the main electrical room to a dry- type step down transformer (location is shown on PG-5 and listed as NEMA 3R due to the lack of room in C-107, an alternate location could be used upon approval). Sizing of disconnects, conduit, wire, fuses, transformer, and breakers must be sized in accordance to the 2008 National Electric Code. All equipment power and convenience power (including new AC unit) for C107 will originate from the new panel.



**SW-2 LOCATION:**

- The work site is located at the Anchorage Readiness Center, Camp Denali, on FT Richardson in Anchorage, Alaska.

**SW-3 PRINCIPAL ITEMS OF WORK:**

- Successful contractor must provide "Schedule of Values" and "Offeror's Questionnaire" prior to receiving Notice to Proceed.
- Successful contractor must provide signed "Notice of Work" documentation from the State of Alaska, Department of Labor to contracting officer prior to receiving Notice to Proceed..
- Successful contractor must provide signed "Notice of Completion" documentation from the State of Alaska, Department of Labor to contracting officer prior to receiving final payment.
- Successful contractor must provide certified payroll to the contracting officer prior to receiving final payment.
- Note! Performance, bid and payment bonds are not required for Small Procurement contracts less than \$80,000.00.
- Successful contractor will coordinate with the project manager for FT Richardson installation access as well as access to the facility.
- Contractor must be finished within **45** business days of receipt of the Notice to Proceed.

**SW-4 MATERIALS:**

- Contractor to supply all material necessary to complete project.
- All material used on this project must meet all applicable codes and regulations relating to the actual work being performed.
- Doors and Door Hardware are to match existing in other offices within the facility. Locksets must accept BEST "7 pin" core. Keys and cores will be the responsibility of the owner.
- Demountable wall panels are to be "Ultra Wall" or approved equal and the finish must match existing used in the facility.
- Carpet Tiles: Milliken Contact – 207 Rosetta Gem or approved equal.
- Vinyl Composite Tile (VCT) – Armstrong "Safety Zone" Pat # 57000 or approved equal.
- Cove base to match facility standard
- New diffusers to match facility standard.
- Air Conditioning unit: Split system packaged unit consisting of an outdoor rated condensing unit and a low profile indoor evaporator fan unit using R-22 type refrigerant. (R-22 typical for facility)
- Electrical:
  - New lighting to be 32watt T-8 fluorescent (voltage to match existing) 2'x4' drop in type with prismatic lens, emergency back-up can be incorporated into the fixture. Switches must be of commercial grade (ivory) with stainless plates and mounting heights to match existing in facility. -
  - New Electrical transformer, disconnects, panel and breakers to be Square D or approved equal and sized to accordance with the 2008 National Electrical Code to the load requirement listed in the scope of work and shown on the floor plans.
- Smoke Detectors must be addressable and compatible with the existing Siemens fire alarm panel.

**SW-5 TOUR OF JOB SITE:**

- Job site visits to be coordinated and arranged through Project Manager Mike Singleton @ 428-6788.
- Pre-Bid walk through scheduled for 20 April, 2010 1:00pm. Contact Project Manager the morning of walk through to arrange access.



#### **SW-6 SPECIFICATIONS:**

- Contractors must comply with OSHA Safety Standards.
- All work is to be performed in accordance with industry standards and all applicable codes. Contractor will provide all labor, materials, tools, equipment and supervision to complete this work. All manufacture warranty paper work will be forwarded with final billing.
- Contractor to include all patching, painting, and fire stopping within the area as defined by the scope of work and any adjacent areas the project scope directs work through or in.
- Reutilize existing HVAC supply and return plenums within the space and reconfigure to accommodate this renovation project. Maximize the existing flow to be shared with the common area and C107a and C107b. C107c will be air conditioned and building HVAC should not be needed in this area.
- Existing building lighting circuits are 277volt. New lighting will reuse the lighting circuits in the area of work.
- All lighting levels will comply with current OSHA standard for office environment with the use of LCD desktop monitors.
- All electrical circuits will have no more than 3 duplex receptacles per 20 amp circuit. Each circuit will alternate in location with another circuit so that no adjacent receptacle will be of the same circuit. All outlets and j-boxes to be labeled to match associated panel schedule and circuits contained in the j-boxes.
- All Electrical and Data raceways to be concealed with the exception of the existing CMU walls which can be surface mounted below the suspended ceiling.
- All data locations will consist of a low voltage ring and a minimum ¾" conduit complete with bushing on both ends, stubbed to above the suspended ceiling and a pull string installed. The locations will be left "open". Surface mounted Data runs must be installed in 4-11/16" boxes with zero raised industrial raised covers and piped continuously to above suspended ceiling.
- Data wiring to be completed by owner.
- Owner to retain all lights, diffusers, and cages not reinstalled on this project.
- All construction debris must be removed and disposed of in a legal and responsible manner.
- This project will not interfere with normal business conducted at the Anchorage Readiness Center.

**END OF SECTION**

## **SPECIAL NOTICE TO BIDDERS**

### **NEW "LITTLE DAVIS BACON ACT" CHANGES FILING PROCESS AND ASSESSES SPECIAL FEES ON PUBLIC WORKS CONSTRUCTION PROJECTS**

The news release concerning these changes is at: <http://labor.state.ak.us/news/2003/news03-23.htm>

Governor Murkowski signed CSHB 155 into law on June 16, 2003. This new law allows contractors working on certain public construction projects to file bi-weekly versus weekly-certified payrolls to the Alaska Department of Labor and Workforce Development (DOLWD), **and** it levies filing fees.

- **What does this change accomplish?**

**State Funded Projects** - Instead of submitting certified payrolls weekly, prime Contractors working on State funded public construction projects are now allowed to file certified payrolls every other week - bi-weekly payroll reports on State funded project shall not contain Social Security Numbers. In conjunction with this statutory change, the DOLWD is revising the certified payroll form. The revised certified payroll form is available at:  
<http://www.labor.state.ak.us/lss/lssforms.htm>

**Federally Funded Projects** - Federal weekly payroll filing requirements under 29 CFR 5.5 (a) (3) are not changed by this new law. But, the assessment of a one percent fee based on the estimated value of work performed and of the value of each subcontractor's price now applies (see below).

And, Federal Statue and form 25D-55 still require Social Security Numbers for the certified weekly payroll reports submitted on Federally funded projects.

- **Are there special forms to file and fees to pay?**

The prime Contractor working on any public construction project of \$2,000 or more must file a "Notice of Work" and a "Notice of Completion" form with the DOLWD.

A one percent filing fee will be assessed on contracts greater than \$25,000. The fee will be based on the estimated value of work to be performed by the prime contractor, and one percent of the value of each subcontractor's price. The maximum fee is \$5,000.00.

Amounts paid to owner/operators who do not use employees are exempt from the filing fee.

The Contractor must provide to the Contracting Agency a copy of the "Notice of Work" form that has been date stamped as received by the DOL along with confirmation of fee payment before work on the project may commence.

And, the Contractor must file a "Notice of Completion" with the DOLWD when work is completed. The Contracting Agency will not perform the "close-out for final project completion" until notice from the DOLWD that they have processed the Contractors "Notice of Completion" form. The "Notice of Work" and "Notice of Completion" forms are available at: <http://www.labor.state.ak.us/lss/lssforms.htm>

- **What about emergency work and projects bid opened before July 1, 2003?**

There are special provisions for filing the "Notice of Work" and the payment of fees for an emergency response project. Contractors have 14 days after starting work in which to file the "Notice of Work" and pay the fees on an emergency response project.

A prime Contractor under a contract that had a final bid date before July 1, 2003 will not be required to pay a filing fee, regardless of when the work starts.

- **How can I find out more about this new law?**

Contact the Dept. of Labor Workforce and Development, Wage and Hour Administration at:  
Juneau 907.465.4842  
Anchorage 907.269.4900  
Fairbanks 907.451.2886

## SUBCONTRACTOR LIST

Pursuant to AS 36.30.115

[illegible]

I hereby certify that the above listed Alaska business licenses and contractor registrations (if applicable) were valid at the time bids or proposals were received for this project.

CONTRACTOR (AUTHORIZED SIGNATURE)

DATE \_\_\_\_\_

CONTRACTOR (PRINTED NAME)

---

PROJECT NAME

PROJECT NUMBER(S)

- This form must be typed or printed in ink.
- Fill in all blanks or form will be returned for correction (see back).
- Please allow a minimum of 10 working days for processing.

ENTER YOUR FAX # \_\_\_\_\_  
 AND LIST YOUR MAILING ADDRESS BELOW

Contractor, company or agency name, address, city, state & ZIP + 4

## NOTICE OF WORK

### Filing Fee Required

Project name		
Specific site description		
Contract awarding agency		
Address		
City	State	ZIP + 4
Contract awarding agency contact person		Phone #
Location and city where work is to be performed		
Date work to begin (m/d/y)	Do you intend to use subcontractors? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Final Bid Date	Contract #	

Primary contractor (has contract with the public agency)		
List all contractors & subcontractors (Attach extra sheet if necessary)	Type of work	Amount of subcontract

**CERTIFICATION:** I hereby certify that the above information is correct. Enclosed is the filing fee computed at 1% of the total amount of all my subcontractors on this project. This amount includes the contract value for the primary contractor. I understand that the maximum fee I am required to pay is \$5,000. I further certify that all contractors shall be made aware of the requirements of AS 36.05.010 - .110 and AS 36.10.007 - .990 before working.

Signature	Date
Title	
Fax #	Phone #

Accepted:

By \_\_\_\_\_  
 Department of Labor and Workforce Development

Total value of subcontracts	\$
	+
Value of work performed by primary contractor	\$
Amount subject to fee	\$
	<b>Multiply by .01</b>
<b>Total fee enclosed =</b>	<b>\$</b>
<b>ROUND FEES TO NEAREST DOLLAR</b>	

For Dept. Use Only

Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_ Cash \_\_\_\_\_  
 Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Credit Card Confirmation \_\_\_\_\_  
 Visa \_\_\_\_\_ MC \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 DOLWD Project # \_\_\_\_\_

Wage & Hour date-stamped copy of this form will serve as temporary receipt.



## **How to expedite the processing of your form:**

**Acceptance of this notice will be based on the information provided by the primary contractor.**

### **ERRORS THAT CAUSE REJECTION**

No fee included or incorrect amount. If total contract amount is less than \$25,000 no filing fee is required. Contract amounts paid to owner/operators with no employees are exempt from the fee. **The maximum total filing fee for any one project is \$5,000.00.**

Missing – Enter the “time and materials” if applicable. The exact dollar amount will be required on the Notice of Completion to be filed when the project is done.

Missing – The name of each subcontractor and the amount or estimated amount of the subcontract is required. Enter the “time and materials” if applicable. The exact dollar amount will be required on the Notice of Completion to be filed when the project is done.

Missing – Notice of Work must be signed by an authorized representative.

### **FILING INSTRUCTIONS**

If there is not enough space to list all contractor/subcontractor information, attach additional sheets.

A Wage and Hour Administration (WH) date-stamped copy of this form will serve as a temporary receipt, while the acceptance of fees is processed. WH will mail or fax the accepted copy of this notice to the organization provided on the front of this form. Make a copy for your records. This will serve as your notice that the fees paid have been accepted by WH.

For questions call the nearest WH office:

Juneau: (907) 465-4842      Anchorage: (907) 269-4900      Fairbanks: (907) 451-2886

For more forms, see [www.labor.state.ak.us/lss/lssforms.htm](http://www.labor.state.ak.us/lss/lssforms.htm)

Submit the notice and the appropriate filing fee to:

Alaska Department of Labor and Workforce Development  
Wage and Hour Administration  
P.O. Box 107021  
Anchorage, AK 99510-0721

If no fee is required, you may fax the notice to (907) 269-4915

# CONTRACTOR'S QUESTIONNAIRE

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
FACILITIES MANAGEMENT OFFICE  
P.O. BOX 5-549  
FORT RICHARDSON, AK 99505-0549

PROJECT NUMBER: 02A8010014

PROJECT NAME: Anchorage Readiness Center Relocate DOIM Help Desk

PROJECT LOCATION: BLDG 49000  
Camp Denali, FT Richardson, Alaska

## A. FINANCIAL

1. Have you ever failed to complete a contract due to insufficient resources?  
Yes\_\_\_ No\_\_\_ If yes, explain:

---

2. Describe any arrangements you have made to finance this work:

## B. EQUIPMENT

1. Describe in detail the equipment you have available for this work.

ITEM:	QUAN.:	MAKE:	MODEL:	SIZE/ CAPACITY:	PRESENT MARKET VALUE:
-------	--------	-------	--------	--------------------	-----------------------------

2. Do you understand that if you are awarded this contract, you may be required to use some or all of the equipment listed above on the work covered by this contract?
3. Do you propose to purchase any equipment for use on this project?  
Yes \_\_\_ No \_\_\_ If yes, describe type, quantity, and approximate cost:
4. Do you propose to rent any equipment for this work? Yes \_\_\_\_\_ No  
If yes, describe type and quantity:
5. Is your proposal based on firm offers for all materials necessary for this project?  
Yes \_\_\_ No
6. Do you intend to subcontract any of the work contained in this project? Yes \_\_\_\_\_ No  
If yes, describe:

Approximate total value \$ \_\_\_\_\_ Percent of Total Bid

### C. EXPERIENCE

1. Have you had previous construction contracts or subcontracts with the State of Alaska? Yes  
No \_\_\_ Describe the most recent or current contract, completion date, and scope of work:
2. List, as an attachment to this questionnaire, other construction projects you have completed, the dates of completion, scope of work, and total contract amount for each project completed in the past 12 months.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

I certify that the above statements are true and complete.

Name of Contractor

\_\_\_\_\_  
Signature

Title of Person Signing